Update Address

**IMPORTANT NOTE:** Updating your W4 address **does not** update your State Withholding Information. If you change your state of residence, **you must update your state tax withholding using these instructions:** Changing State Withholding. Updating your phone number is optional.

Log in to the [GWEB Information System](https://it.gwu.edu/gweb)

![GWEB Information System](https://it.gwu.edu/gweb)

**GWeb Sign-on**

**Sign in using the appropriate button below.**

Current students, faculty, staff, and alumni as of 2019: Log into the GWeb Information System using your GW email address ([NetID@gwu.edu](mailto:NetID@gwu.edu)) and password.

**Former Students:**
If you are a former student (currently not a student or have not graduated from GW within the past year), click the Current Students button to access GWeb with your GW Email (NetID & Password). If it has been more than one year since you were a former student, click the Applicants button to access GWeb with your GWID & Pin.

- **Access with GW Email**
  - Current Students
  - Current Faculty & Staff
  - Alumni as of 2019

- **Access with GWID & PIN**
  - Applicants
  - Former Faculty & Staff
  - Alumni prior to 2019

- **Click Current Students, Faculty/Staff, or Alumni as of 2019**
- **Use your @gwu.edu email address**
Click Personal Information Menu

Main Menu

Employee Information Menu

Personal Information Menu

GW Alert Login Portal

RELEASE: 8.9.1G

Personal Information

- On-Site/Off-Site Status
- Change PIN
- Change Security Question
- View Address(es) and Phone(s)
- Update Address(es) and Phone(s)
- View E-mail Address(es)
- Update E-mail Address(es)
- View Emergency Contacts
- Update Emergency Contacts
- Answer a Survey
- Veterans Classifications
- Disability Status

Click Update Address(es) and Phone(s)

RELEASE: 8.9.1G
**Update Addresses and Phones - Select Type**

Your active addresses are displayed in order by address type. Click the "Current" link next to the address you would like to update.

**Work Location**: Address of where you work more than 50% of the time. Detailed instructions, Special Note for Telework.

**Current**: 05/24/21 to (No end date)  
111 Main St.  
Washington, District of Columbia 20052

**Housing**: Your residence hall address.

**Permanent**: Address for general information. If this address is where your wages are mailed, it is used for all official bank statements, Social Security, etc. or if different from campus address.

**Billing**: Address you want bills sent to. It is also used for International tax purposes unless you specify otherwise.

**Campus Office**: Your on-campus office address.

**Check & W4 Address**: Address you want your paycheck to (if different from Permanent address).

**Refund**: Address you want your refund to (if different from Current address).

### Addresses and Phones

<table>
<thead>
<tr>
<th>Type</th>
<th>Current</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Permanent</strong></td>
<td>05/24/21 to</td>
<td><strong>Primary</strong>: None</td>
</tr>
<tr>
<td></td>
<td>(No end date)</td>
<td>Provided</td>
</tr>
<tr>
<td></td>
<td>111 Main St.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Washington,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>District of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Columbia</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20052</td>
<td></td>
</tr>
<tr>
<td><strong>Campus Office</strong></td>
<td>01/11/21 to</td>
<td><strong>Primary</strong>: 571-5538508</td>
</tr>
<tr>
<td></td>
<td>(No end date)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Payroll</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>45155</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research Pl</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Suite 155D</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ashburn,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Virginia</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20147</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Loudoun</td>
<td></td>
</tr>
<tr>
<td></td>
<td>United States</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of America</td>
<td></td>
</tr>
<tr>
<td><strong>Check &amp; W4 Address</strong></td>
<td>05/24/21 to</td>
<td><strong>Primary</strong>: None</td>
</tr>
<tr>
<td></td>
<td>(No end date)</td>
<td>Provided</td>
</tr>
<tr>
<td></td>
<td>111 Main St.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Washington,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>District of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Columbia</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20052-0001</td>
<td></td>
</tr>
</tbody>
</table>

**Type of Address to Insert**: Select

**Submit**
Update Address(es) and Phone(s)

To add or change your address you must enter at least an Address Line 1, City, State and Zip Code. Foreign addresses require at least Address Line 1 and the name of the state or country. Please do not enter a Nation for addresses within the United States.

W-4 addresses are now being verified against the US Postal Service (USPS) database. This verification will be applied when any of the following are entered: Category, Address Line 1 should reflect the name of your department, Address Line 2 should reflect the street number, street name, and office/suite of your work location.

For International Student Employer Address: Address Line 1 = Name of the Employer, Address Line 2 = Address Line 3 = Street Number.

<table>
<thead>
<tr>
<th>Permanent</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid From This Date:</td>
<td>05/24/2021</td>
</tr>
<tr>
<td>Until This Date:</td>
<td>06/04/2021</td>
</tr>
<tr>
<td>Address Line 1:</td>
<td>111 Main St.</td>
</tr>
<tr>
<td>Address Line 2:</td>
<td></td>
</tr>
<tr>
<td>Address Line 3:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Washington</td>
</tr>
<tr>
<td>State or Province:</td>
<td>District of Columbia</td>
</tr>
<tr>
<td>ZIP or Postal Code:</td>
<td>20032</td>
</tr>
<tr>
<td>County:</td>
<td>Net Applicable</td>
</tr>
<tr>
<td>Country:</td>
<td>Net Applicable</td>
</tr>
</tbody>
</table>

Delete this Address: [ ]

Primary Phone Number For This Address:

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Phone Number</th>
<th>Extension</th>
<th>International Access Code and Phone Number</th>
<th>Unlisted Delete</th>
</tr>
</thead>
</table>

Phone Type: [ ]

Select: [ ]

Submit  Reset

Select a Different Address to Update
Update Addresses and Phones - Select Type

Your active addresses are displayed in order by address type. Click the "Current" link next to the address to more information.

- **Work Location**: Address of where you work more than 50% of the time. [Detailed instructions, Special Note]
- **Current**: Your local address during the academic year if you do not live in a residence hall. For international
  Housing: Your residence hall address.
- **Permanent**: Address for general information mailings. Bills, grades, and diplomas will also go here unless
  Billing: Address you want bills sent to (if different from Permanent address).
- **Campus Office**: Your on-campus office address.
- **Check "&" W4**: This address appears on your paycheck and is where your Form W2 is mailed. It is used for
  withholding.
- **Diploma**: Address you want your diploma sent to.
- **Grading**: Address you want your grades sent to (if different from Permanent address).
- **Refund**: Address you want refunds sent to (if different from Current address).

### Addresses and Phones

#### Campus Office

- **Current**: 01/11/21 to (No end date)
  - Payroll Services
  - 45155 Research Pl Suite 155D
  - Ashburn, Virginia 20147
  - Loudoun
  - United States of America

- **Phones**: None Provided

#### Check & W4 Address

- **Current**: 05/24/21 to (No end date)
  - 111 Main St
  - Washington, District of Columbia 20052-0001

- **Phones**: None Provided

#### Type of Address to Insert: Permanent

[Submit]

**Release: 8.7**
Update Address(es) and Phone(s)

To add or change your address you must enter at least an Address Line 1, City, State and Zip Code. Please do not enter a Nation for addresses within the United States.

W4 addresses are now being verified against the US Postal Service (USPS) database. The Name Line 1 should reflect the name of your department, Address Line 2 the street number, street name and office/suite of your work location.

For International Student Employer Address: Address Line 1 = Name of the Employer Address Line 2 = Division, department

**Permanent**

Valid From This Date: **06/05/2021**

Until This Date: 

Address Line 1: 

Address Line 2: 

Address Line 3: 

City: 

State or Province: District of Columbia

ZIP or Postal Code: 20052

County: Not Applicable

Nation: Not Applicable

Delete this Address: 

Primary Phone Number For This Address:

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Phone Number</th>
<th>Extension</th>
<th>International Access Code and Phone Number</th>
<th>Unlisted Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Phone Type:

Select: ✔

Select: ✔

Select: ✔

Select: ✔

Select: ✔

Submit  Reset

Select a Different Address to Update

Input your move in date and new address

Click Submit